



## How To Verify My Email Address for Receipt Store

1. In the My Concur window click the **Profile** tab
2. Click **Email Addresses** on the left hand menu

The Profile window opens

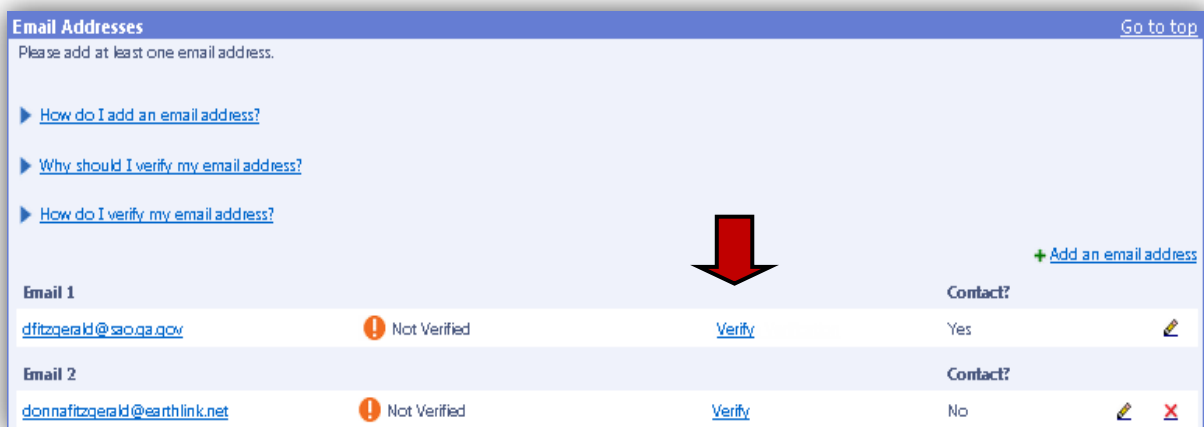
The Email Addresses window opens



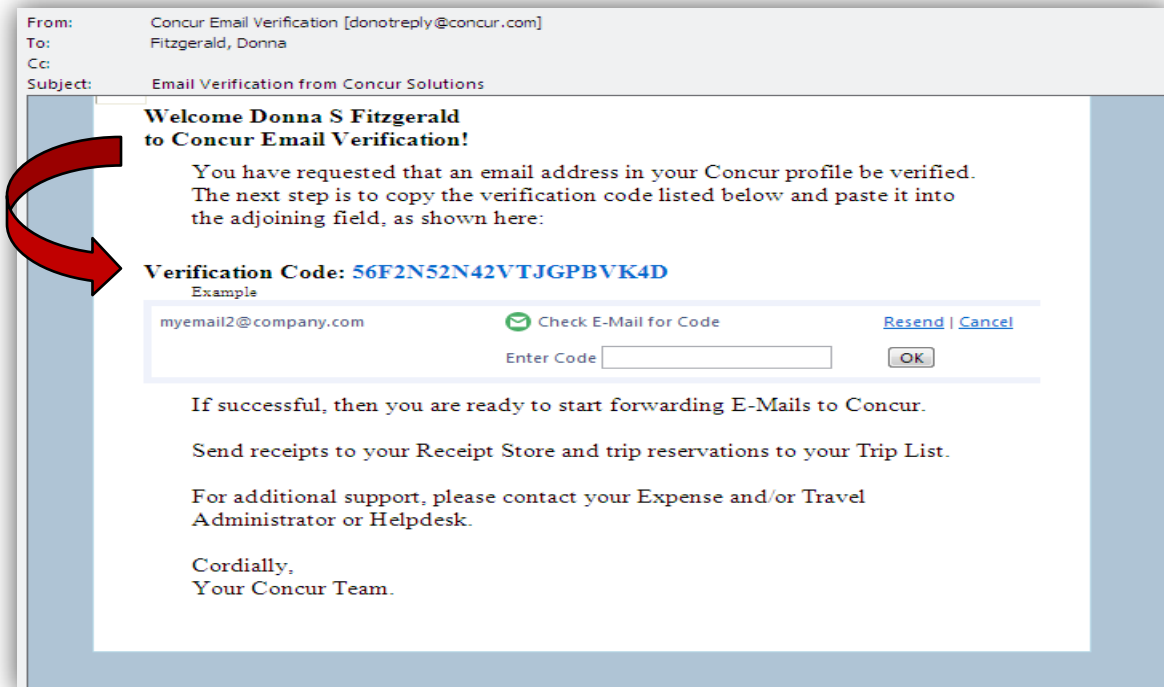
3. Click on the Verify link for the email address you wish to use to send receipt images into TTE

A notice pops up instructing you to check the email address for an email with your verification code.

The TTE system can only verify an email address ONCE. Do not use an Expense Delegate's email address or they will not be able to email into Receipt Store!

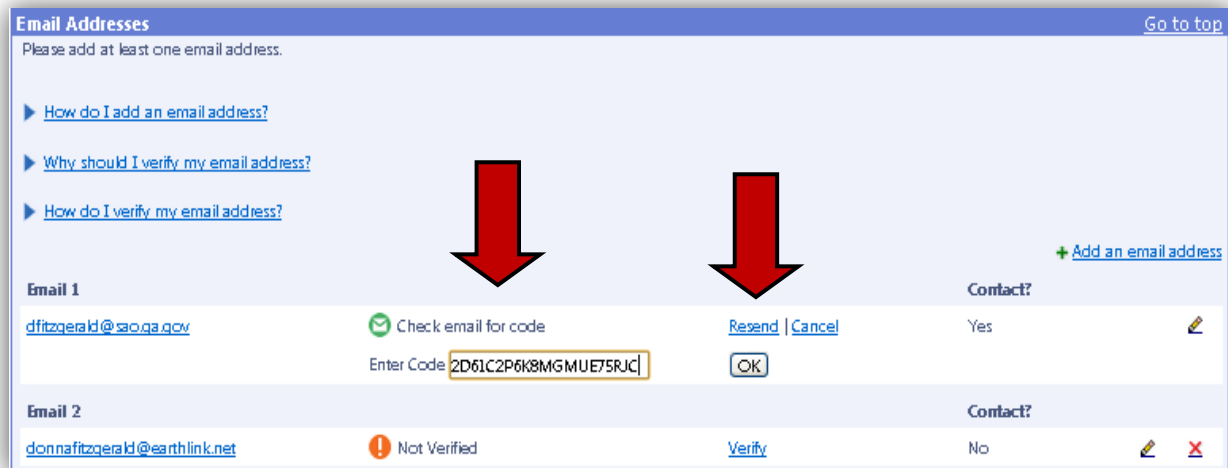


4. Check your email for the Concur Email Verification from Concur



5. Copy the verification code shown on the email into the box that now appears in the Email Address section of your TTE Profile.
6. Click OK

If you have not received the email, click Resend to generate another email with a new code. This will invalidate the previous code emailed to you.



7. The email address will now show as verified.

Only a verified email account can be used to submit receipt images to Receipt Store.

